



**south dakota**  
**DEPARTMENT OF EDUCATION**  
**Learning. Leadership. Service.**

800 Governors Drive  
Pierre, SD 57501-2235

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TO: Authorized Representatives  
National School Lunch Program, School Breakfast Program, and Special Milk Program

FR: Sandra Kangas, Supervisor  
Child and Adult Nutrition Services

DT: July 25, 2006

RE: Reimbursement Claim Forms for 2006-2007

Enclosed is a copy of claim forms for the 2006-2007 school year. This should be passed on to the person responsible for completing claims for reimbursement and submitting them to Department of Education. The claim forms can be accessed from the internet at <http://doe.sd.gov/oess/cans/index.asp> under the respective program, as either a Word document or PDF. Begin to use these for the July claims or the first month of operation thereafter. If you have developed your own electronic spreadsheet to use, be sure that it conforms to the document provided from Child & Adult Nutrition Services. Dispose of the old forms unless they are needed for a claim to be submitted or revised for meals served prior to July 1, 2006. Upward revisions must be filed within 90 days from the end of the month being claimed. Downward revisions can be filed at any time.

Claims should be submitted to the Office of Finance and Management, Department of Education, 700 Governors Drive, Pierre, SD 57501-2291. The fax number is (605) 773-6139 (attn: Laurie Schumacher). Faxed claims are acceptable in place of claims mailed in. It is not necessary to mail and fax the same document.

**National School Lunch Program** - July 1, 2006 through June 30, 2007

<u>Eligibility Category</u>	<b>Lunches</b>	<b>Lunches</b>	<b>Snacks</b>
	<u>Less than 60%</u>	<u>60% or More<sup>1</sup></u>	
Paid	.23	.25	.06
Free	2.40	2.42	.65
Reduced	2.00	2.02	.32
Seamless Summer <sup>2</sup>	.40	2.42	.65 All Free <sup>3</sup>

<sup>1</sup> Applies to school food authorities in which 60% or more of the lunches served at the SFA level in the second prior year (2004-2005) school year were free or reduced price.

<sup>2</sup> Applies to school food authorities approved to operate a Seamless Summer Food Program.

<sup>3</sup> Sites approved to serve children in needy areas receive \$.65 per child's snack. This is reported on the "all free" line. It is based on 50% eligibility of sites and approved programs.

The national value of donated foods for the 2006-2007 school year is \$.1675. This is a slight decrease from the previous year.

**School Breakfast Program** - July 1, 2006 through June 30, 2007

<u>Eligibility Category</u>	<u>Non-Severe Need</u>	<u>Severe Need<sup>4</sup></u>
Paid	.24	.24
Free	1.31	1.56
Reduced	1.01	1.26
Seamless Summer <sup>5</sup>	1.31	1.56

<sup>4</sup> Applies to school food authorities approved to operate a breakfast program which has sites in which 40% or more of the lunches served at the site level in the second prior year (2004-2005) school year were free or reduced price. This must be certified on an annual basis. An SFA may claim regular (non-severe need) for some sites and severe need rates for others. Site in this instance is by building.

<sup>5</sup> Applies to school food authorities approved to operate a Seamless Summer Food Program.

**Special Milk Program** - July 1, 2006 through June 30, 2007

	<u>All Milk</u>	<u>Paid Milk</u>	<u>Free Milk</u>
Pricing programs without free option	.145	N/A	N/A
Pricing programs with free option	N/A	.145	Average cost ½ pint
Nonpricing Programs	.145	N/A	N/A

The milk reimbursement is a decline from the prior year. Pursuant to section 3 of the Child Nutrition Act of 1966, as amended (42 U.S.C. 1772), the rate is adjusted annually to reflect changes in the Producer Price Index for Fluid Milk Products. As a reminder, schools or institutions with pricing programs that elect to serve milk free to eligible children continue to receive the average cost of a half-pint of milk (the total cost of all milk purchased during the claim period divided by the total number of purchased half-pints) for each half-pint served to an eligible child.

Please feel free to contact Laurie Schumacher (773-3349) or the accountant (773-3456) if you have questions regarding the claims or other financial issues.

Questions can be referred to the respective Child and Adult Nutrition Services or Office of Finance and Management staff members at 773-3413. Direct numbers are also provided.

**Child & Adult Nutrition Services - DOE**  
**800 Governors Drive, Pierre, SD 57501-2235**

**fax: 605-773-6846**

Melissa Halling (CACFP) <a href="mailto:melissa.halling@state.sd.us">melissa.halling@state.sd.us</a>	773-3566	Combined Application, NSLP/SBP/SMP/CACFP Sections, Operating Procedures, Meal Counts, Applications for Free and Reduced Price Meals/Free Milk, Special Provisions
Jean Schuurmans (NSLP) <a href="mailto:jean.schuurmans@state.sd.us">jean.schuurmans@state.sd.us</a>	773-6026	
Marlyce Micklos (NSLP) <a href="mailto:marlyce.micklos@state.sd.us">marlyce.micklos@state.sd.us</a>	773-3610	
Janelle Peterson (NSLP/CACFP) <a href="mailto:Janelle.peterson@state.sd.us">Janelle.peterson@state.sd.us</a>	280-4278	Technical Assistance
Amy Richards <a href="mailto:amy.richards@state.sd.us">amy.richards@state.sd.us</a>	773-4718	Nutrition Education, Team Nutrition, Certification Institute
Elaine Scott <a href="mailto:elaine.scott@state.sd.us">elaine.scott@state.sd.us</a>	773-3110	Processing Contracts, Donated Food, Commodity Orders and Receipts
LeEtta Shaffner <a href="mailto:leetta.shaffner@state.sd.us">leetta.shaffner@state.sd.us</a>	773-4353	Commodity Orders and Receipts
Cassandra Pope <a href="mailto:cassandra.pope@state.sd.us">cassandra.pope@state.sd.us</a>	773-3110	SFSP Applications and Procedures Processed Commodities
Shar Venjohn <a href="mailto:shar.venjohn@state.sd.us">shar.venjohn@state.sd.us</a>	773-3413	Additional Program Application Sections, direct questions
Sandra Kangas <a href="mailto:sandra.kangas@state.sd.us">sandra.kangas@state.sd.us</a>	773-4746	General Program Questions, Food Service Management Company Contracts, Special Provisions

**Office of Finance and Management - DOE**  
**700 Governors Drive, Pierre, SD 57510-2291**

**fax: 605-773-6139**

Accounting position Currently vacant	773-3456	Reimbursement Procedures, Financial Statements, Special Provisions
Laurie Schumacher <a href="mailto:laurie.schumacher@state.sd.us">laurie.schumacher@state.sd.us</a>	773-3349	Claims for Reimbursement Revised claims

**Claim due dates** for 2006-07: When the due date falls on a weekend or holiday, the claim is due the following business day.

Claim Month:	Due Date	Final Deadline (60 days)	Upward Revisions Due (90 days)
July	Aug 10	Sept 29	Oct 29
August	Sep 10	Oct 30	Nov 29
September	Oct 10	Nov 29	Dec 29
October	Nov 10	Dec 30	Jan 29
November	Dec 10	Jan 29	Feb 28
December	Jan 10	Mar 1	Mar 31
January	Feb 10	Apr 1	May 1
February	Mar 10	Apr 29	May 29
March	Apr 10	May 30	Jun 29
April	May 10	Jun 29	Jul 29
May	Jun 10	Jul 30	Aug 29
June	Jul 10	Aug 29	Sep 28